



NORTHWEST
W. S. STINSON ELEMENTARY
STUDENT HANDBOOK
2022-2023

Principal: Ms. Lori Mariani
mariani.l@northwest.sparcc.org

www.northwest.sparcc.org

Stinson Elementary's Mission Statement

Our mission is to provide each student the means to reach his/her potential. We will work together to meet the needs of every child by preparing them to be knowledgeable decision makers, technically literate, and proficient on state achievement tests. Through collaborative efforts they will become responsible, contributing, caring and well-rounded individuals.

Principal's Message

To help parents and students who are new to Northwest become acquainted with our schools, we put together this handbook of general information. Every student begins the year with an assignment book and the teachers will continue to remind the students to use it daily. This is the best way for the students to be organized, responsible and allow you to know what they are doing in school. We strongly encourage you to check your child's assignment book, folders and book bag nightly. Your child's homeroom teacher may also be using a personal web page, REMIND, and/or Google Classroom to keep you updated on assignments and activities in the classroom.

Continue to check the websites monthly for updates on important news, dates and times. Our web-based grade book is available for you to check your child's grades daily. The more involved you are, the more success your child will experience in school. We are all part of a team to make certain your child receives the best education! I look forward to working with you and your child throughout the school year!

Ms. Lori Mariani, Principal
Mariani.L@northwest.sparcc.org

Office Number: 330-854-4646 Call Off Number: 330-854-5709

FINAL FORMS

Final Forms should be completed online, before the first day of school. This information is necessary to access your child's emergency phone numbers, medical information, photo permission and so forth. Please go to the Northwest website to complete these forms. If you do not have access to a computer, you can visit the Central office to complete the forms. If Final Forms are not completed by the designated due date, your child will not have access to the school's technology devices.

STANDARDS BASED REPORT CARDS

The goal of the standards-based report card is to help parents understand what the students are learning in 3rd, 4th and 5th grade. The Standards Based report card provides a quarterly snapshot to parents and students regarding the student's progress towards mastering the performance based standards. Report cards can be viewed every nine weeks, but grades can be viewed online every day. Individual conferences may be scheduled whenever needed to discuss concerns you may have. Employees must be consulted at least 24 hours prior to a parent conference.

NORTHWEST LOCAL SCHOOLS

2022-2023 CALENDAR

Aug.	16	Teacher Day – No School
Aug.	17	First Student Day
Sept.	3	Building In-Service Day – No School
Sept.	6	Labor Day
Oct.	11	Teacher Inservice On Your Own Day - No School
Oct.	22	End of 9 Weeks (46 days)
Nov.	24-26	Thanksgiving Break
Nov.	29	No School
Dec.	20-31	Christmas Break
Jan.	7	End of 9 Weeks (42 days)
Jan.	7	End of Semester (89 days)
Jan.	17	Martin Luther King Day
Feb.	18	Waiver Day – No School
Feb.	21	Presidents Day
Mar.	11	End of 9 Weeks (43 days)
Mar.	28-31	Spring Break – No School
April	1	Spring Break – No School
April	15	No School
April	18	No School
May	27	Last Student Day
May	27	End of 9 Weeks (48 days)
May	27	End of Semester (51 days)
May	31	Teacher Day – No School

Calamity Day Make-Up Schedule:
1st Day – May 31, 2022
Consecutive Weekdays as Needed

Snow Day Make Up: Make-up days will be scheduled beginning June 1, 2022. Please do not schedule vacations or other obligations until after June 8, 2022 to allow for the possibility of make-up days.

*Calendar is subject to change for extenuating circumstances.

ATTENDANCE POLICY

A. ABSENCE

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school performance: therefore, all students are urged to make appointments or do personal errands, etc. outside of school hours.

Reasons for which a student may be excused included, but are not limited to:

1. personal illness of the student;
2. illness in the student's family;
3. needed at home to perform necessary work directly and exclusively for the parents or legal guardians (applies to students over 14 years of age only);
4. death in the family;
5. quarantine for contagious disease;
6. religious reasons;
7. traveling out of state to attend a Board-approved enrichment activity or extra-curricular activity (applies to absences of up to 24 school hours or) as determined by the Superintendent.
8. Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Each student that is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up missed work. Students have the number of days equal to the absence to make up missed work. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be re-taught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

After a student reaches 90 hours (15 days) of excused absences, a physician's note will be required for medical verification in order for the absence to be excused. Medical verification means that a physician has treated an illness or injury and has verified to the attendance office that because of the illness or injury, the student was unable to attend school. Official medical notification (which includes the physician's name, phone number, and specific dates of illness to be excused from school) must be submitted to the attendance office upon the student's return to school within two (2) days following the absence. Illness or injury that has not been treated by a physician is not verified.

House Bill 410:

The **student day** is a 6-hour school day for the purpose of absences and truancy. **Excessive absence** is defined as:

- 38 hours in a month, excused or unexcused absences
- 65 hours in a school year, excused or unexcused absences

Habitual truancy is defined as:

- a student who is absent without legitimate excuse for absence from the public school the child is supposed to attend for thirty or more consecutive hours, forty-two or more hours in one school month, or seventy-two or more hours in a school year.

REPORTING CHILD ABSENT

Please call 330-854-5709 by 9:20 a.m. to notify us of a child's absence. Attendance at school is a requirement of the laws of the State of Ohio.

As state officials, we are charged with the responsibility to enforce the attendance laws. Please send in a written note upon a child's return with the reason for their absence. **The absence note must list a specific reason according to**

board policy to be considered excused. The school must receive the absence note within two days of the absence to be marked excused.

Late Arrivals

Students should arrive to school between 8:15-8:30. Any student arriving after 8:30 will be considered late and will need an excuse note from their parent. The parent must escort the student into the school building to deliver the note. The missed time will count toward the total number of hours absent. UNEXCUSED absence reasons: oversleeping, missed bus and no note from a parent.

Picking Up a Child for Appointments

1. If it is known in advance that the child needs to leave school for a medical or dental appointment, the parent should send a note with the child to the teacher. At the time the student is to leave, the parent should come to the school office.
2. If the child must be taken out of school for some reason that is not known in advance, a phone call to the school will make it possible to have the child ready and waiting to be picked up.
3. If an advance call is not possible, please stop at the office and the child will be called from his/her classroom.
4. Signing out students shortly before dismissal time is strongly discouraged.

Parent Drop-Off Procedures at the Start of the School Day

- In the mornings, students will exit their car on the sidewalk side.
- Please do not dismiss children one car at a time.
- Do not wait until your child gets all the way to the door before pulling forward.
- The school resource officer is there to supervise and greet the children.
- Please be courteous to other drivers. It is important that there is not a significant amount of time spent saying good-bye or gathering up belongings before exiting the car.
- Do not cut through parked cars when circling around the parking lot.
- Children may enter the building at 7:45 a.m. and report to the gymnasium.
- We ask that all children arrive to school close to 8:15. Morning announcements are at 8:30. • Students will be considered late after 8:30.

Parent Pick-Up Procedures at the End of the School Day The following procedures have been developed with the safety of children and staff members in mind.

- The students will be dismissed from their classrooms at 3:05. They will line up outside, before they go to their cars.
- The staff on duty will dismiss the students to the cars that are in the “loading zone.”
- When all students have entered their cars safely, the cars will move forward according to staff directions. **Do not pull out of the “loading zone” line and around other cars.**
- The next set of cars will move into the “loading zone.” When all cars have come to a complete stop, the next set of children will be dismissed to their cars.
- Any student not outside ready to go when their parent is in the loading zone, the parent will be asked to park and come inside to pick up their child.
- Parents not in line by 3:20 will need to park and come in for their child.
- All cars will need to display a sign with their child’s name

HEALTH CARE

- A. ACCIDENTS AND ILLNESS** - If a child has an accident or becomes ill at school, the parents will be notified to pick up the child. At the beginning of each school year, parents are asked to complete an online form designating the person, doctor, or hospital to be called in case of an emergency when parents cannot be reached.
- B. IMMUNIZATION** - Within 15 days of initial enrollment in the Northwest Local Schools, students must show written proof of having those vaccinations required by Ohio State Law. Vaccination requirements depend on the child's age and grade level. The required immunizations can only be waived under the following circumstances: a signed medical statement from a physician; religious or philosophical objection exists (signed statement from parents required). Note: A student who is exempted by waiver from immunizations will be excluded from school attendance upon an outbreak (one school-based case) of any of the aforementioned diseases. (Ohio Revised Code, Sections 3313.671 and 3701.13)
- C. MEDICATION** - When possible, all medication should be given by the parent at home. If this is not possible, medication may be administered by school employees in accordance with the following:
All medication, prescription and over-the-counter, must be accompanied by a form which has been completed by the parent and physician requesting that the medication be given. All medication must be received in the original container which is labeled with the student's name, name of medication, and the proper dosage. The secretary or designee may administer the medication. Medication is to be brought to the office as soon as the student arrives at school.
- D. RECESS** - Students will go outside for recess when the weather permits and the temperature is no lower than 20 degrees. This is the true temperature or wind chill factor temperature. All students are expected to go outside for recess. Students not permitted to go outside must have a note from their physician explaining why they cannot go out.

ACCIDENT INSURANCE

The health and safety of the students in the Northwest Local Schools is of prime importance to all persons connected with the school district. Even with the best of supervision and adequate precautions, accidents unfortunately shall happen. Because the school district does not provide student accident insurance, parents should make certain that children are properly insured. If students are not covered by family medical insurance, student accident insurance is available. Forms are sent home the first day of the school year with your son/daughter. Please make sure your child is protected with some kind of insurance.

CODE OF STUDENT CONDUCT

A. NORTHWEST LOCAL SCHOOLS' POSITION ON DISCIPLINE

The staff of the Northwest Local Schools has taken a firm yet fair position on discipline in our schools. We believe the rights of all students must be observed and guaranteed; thus, any behavior that would negate such rights cannot, and indeed will not, be tolerated. We are of the firm conviction that unless order is maintained, no matter how modern or innovative the teaching techniques may be, learning cannot take place. For this reason, we must and do insist upon a high degree of discipline. We subscribe to balancing student rights with a corresponding assumption of responsibilities. To be sure, we are aware that there are students who have experienced a different set of rules, values, and attitudes. These students deserve and need special attention, but not special treatment. In the final analysis, it is not what a dedicated staff can do in six and one-half hours a day with a student nor is it what the parent can do during out-of-school hours; rather, it is what we can do together to ensure the social and intellectual development of our young people.

B. GENERAL CONDUCT CLASSROOM EXPECTATIONS

Be Safe:

I will keep my hands and feet to myself.

I will keep my chair on the floor.

I will push in my chair.

I will use all classroom equipment properly **Be Respectful:**

I will use an inside voice.

I will raise my hand and wait my turn.

I will follow teacher directions.

I will be kind and helpful.

Be Responsible:

I will come prepared.

I will listen carefully and follow directions.

I will keep my desk area and classroom clean.

I will complete my own work.

I will ask for help if I need it.

I will stay focused and on task.

HALLWAY EXPECTATIONS

Be Safe:

I will walk in a straight line facing forward.

I will report strangers to my teacher or an adult.

Be Respectful:

I will remain quiet while in the hallways.

I will respect the personal space of others in line.

I will keep my hands off the bulletin boards.

Be Responsible:

I will use walking feet.

I will keep my place in line.

I will walk directly to my destination.

RESTROOM EXPECTATIONS

Be Safe:

I will wash my hands with soap and hot water.

I will report any problems to an adult.

Be Respectful:

I will use a quiet voice.

I will allow others privacy.

I will keep the walls and stalls clean and free of marks.

I will re-enter the classroom without disruption.

Be Responsible

I will place trash in the trash can.

I will use the toilets and sinks for intended purposes.

I will conserve water, soap and paper towels.

ASSEMBLY EXPECTATIONS

Be Safe:

I will enter and exit in an orderly line.

I will keep my hands and feet to myself.

I will use caution walking up and down the bleachers.

I will stay seated throughout the assembly.

Be Respectful:

I will pay attention to the presenter.

I will show appreciation appropriately.

I will listen quietly.

Be Responsible:

I will keep my feet still.

I will remember that my actions represent my school.

C. CAFETERIA RULES CAFETERIA EXPECTATIONS

Be Safe:

I will enter and exit the cafeteria carefully.

I will sit facing the table.

I will get adult help for spills and accidents.

Be Respectful:

I will use good manners.

I will allow others to sit at the table.

I will keep food on my tray or in my mouth. I will finish my meal quietly during “quiet time.” **Be**

Responsible:

I will keep my place in line.

I will raise my hand when I need adult help.

I will ask permission to leave the table.

I will pick up trash around my area. I will pay for all the food that I take.

D. PLAYGROUND RULES PLAYGROUND EXPECTATIONS

Be Safe:

I will stay inside the gated area.

I will use the equipment for intended purposes.

I will report any injuries to an adult.

I will report any unsafe behavior to an adult.

Be Respectful:

I will share and take turns using the equipment.

I will use kind words.

I will keep hands and feet to myself.

I will include others in play and conversation.

Be Responsible:

I will play by the rules.

I will listen to staff and follow directions.

I will stop playing and line up when I hear the whistle.

E. DRESS CODE

School dress should enhance a positive image of the students and the District and not threaten the health, welfare and safety of the members of the student body. Any form of dress or grooming which attracts undue attention, promoting a disruption of the learning environment or violating the previous statement, is unacceptable. The following is not permitted:

- clothing depicting illegal substances or suggestive/aggressive messages
- holes above mid-thigh
- shorts shorter than mid - thigh
- halters, midriffs, and spaghetti straps
- make-up
- open-toe shoes unless they have a strap

- head coverings – unless for medical reasons
- colored hair gel or colored hair spray unless granted permission by the principal

F. ANTI-BULLYING POLICY

Harassment, intimidation or bullying toward a student, whether by other students, staff or third parties is strictly prohibited and will not be tolerated as it disrupts a student's ability to learn and a school's ability to educate its students in a safe environment.

Harassment, intimidation or bullying means any intentional written, verbal, graphic or physical act that a student or group of students exhibits toward others more than once and the behavior both:

- causes mental or physical harm to the other student
- is sufficiently severe, persistent or pervasive and creates an intimidating, threatening, or abusive educational environment for the other student. This also includes electronically transmitted acts that a student exhibits towards others more than once.

This policy applies to all activities in the school district including activities on school property or while en route to or from school.

G. DISCIPLINARY ACTION

Students choosing not to comply with school rules and regulations established for the efficient and safe operation of the school shall be dealt with by the principal or designee.

The corrective action taken shall be responsive to and in direct relation with the nature of the misconduct. A variety of measures are available: reprimand, loss of privilege, detention after school, parental contact or conference, restitution for damage, *corporal punishment, suspension, and expulsion. The principal has the discretion to turn the matter over to the police or the juvenile court.

H. MAJOR MISCONDUCT

1. **FIGHTING** - Fighting on school property, at school activities, on school bus, etc., is not permitted and may result in immediate disciplinary action for **all** individuals concerned.
2. **ASSAULT** - A student shall not cause physical injury or behave in such a way which could threaten to cause physical injury to fellow students or school personnel.
3. **THEFT** - All students are expected to respect the property of others. This would include entering the property of others, stealing, and attempting to steal from others. Criminal prosecution may also result from a referral to the appropriate legal authority.
4. **PROFANE, VULGAR, THREATENING, OR OTHER IMPROPER LANGUAGE/GESTURES OR ACTIONS OR ACTS** - Students who use profane, vulgar, threatening, or other improper language or actions or acts and those participating in obscene, vulgar, threatening words to incite panic, or sexually inappropriate (behavior) acts or actions while on school grounds, school bus, or at any school event or activity (on or away from school property) shall be subject to disciplinary action.

5. INSUBORDINATION/DISRESPECT

Refusal to follow directions, orders, commands, etc., from school staff personnel or verbal abuse or disrespectful language directed toward a school employee is considered insubordination and may result in disciplinary action. All school personnel should be addressed in a proper manner (Mrs., Mr., or Miss are proper forms of address). Disrespect in any form to a school employee may result in disciplinary action. This includes talking back and/or any disrespectful comments directed at or about any school employees. Students may also be subject to school discipline for any harassment, vandalism, physical abuse, or other disruptive behavior towards school personnel during non-school time occurring either on or off school property.

6. **HAZING/BULLYING AND OTHER ACTS OF ABUSE** - No student or group of students will act or participate in an act or acts that injures, degrades, disgraces or tends to injure, degrade, or disgrace any student. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

7. **SEXUAL HARASSMENT** - Generally, legally accepted guidelines will be used to determine what is considered sexual harassment (federal, state and local). Sexual harassment includes, but is **not limited to**, verbal or written remarks or any unwanted, uninvited physical contact of a sexual nature, either direct or implied.
8. **FIREARMS, EXPLOSIVES, KNIVES, OR ANY OTHER DANGEROUS WEAPONS** - A student shall not possess, handle, transmit, or conceal any object which could reasonably be considered a weapon. Possession and/or use of firearms, explosives, knives or any other dangerous weapon is not permitted.
Explosives include any device designed to explode and/or that do explode. This is meant to include, but is not limited to, firecrackers, fireworks, and so on. Look-alike weapons, explosives or other dangerous type devices are also not permitted at school. This would include, but not limited to, any object that is represented to be a weapon or other dangerous object (starter pistols, stun guns, toy guns, etc.).
9. **ALCOHOL AND DRUGS** - The possession, use, transmission, sale, or concealment of alcohol or drugs or drug paraphernalia on or around school property is not permitted. Students attending school or school activities or school-related activities who show signs of consumption of drugs or alcohol will be subject to disciplinary action. Students selling or distributing any substances purported to be drugs or alcohol are also subject to disciplinary action.
10. **SMOKING OR USE/POSSESSION OF A TOBACCO SUBSTANCE** - Smoking or the use or possession of any tobacco substance on school district grounds or at school district-sponsored functions (events) are prohibited. This rule applies both during the school day and other than the normal school day.
11. **VANDALISM** - Under Ohio Revised Code Section 2090.05, any student found vandalizing school property will be assessed the property damages and subject to disciplinary action. Criminal prosecution may also result from a referral to the appropriate legal authority.
12. **FAILURE TO PROVIDE PROPER EVIDENCE/LYING** - Willful failure to cooperate with school staff or authorities in the giving of information regarding violation of the student code of conduct will result in further disciplinary action.
13. **FORGERY** - Forging or use of unauthorized excuses on any school form is not permitted.
14. **ACADEMIC INTEGRITY** - It is academically dishonest for a student to take credit for work or information received from other students. It is equally dishonest for a student to provide information or work to another student who knowingly takes credit for such work or information. This includes plagiarism. It is expected that in testing situations, students will only use such materials as have been previously approved by the teacher. Students who violate this standard of integrity will fail the assignment involved and/or be subject to further disciplinary action.
15. **REMOVAL OR ALTERING RECORDS** - A student shall not remove any student record from its official place of deposit without permission of the record custodian, teacher, counselor or principal. Further, students are not permitted to alter or in any way change any such record. This would include, but is not limited to, official record folder information, test scores, grade books, grade reporting sheets, homework papers, computer files, and so forth.
16. **DISRUPTIVE BEHAVIOR** - Disruptive behavior refers to any negative behavior that tends to disturb or endanger the educational process and/or the people involved.
17. **MAKING/CAUSING FALSE ALARMS** - Sounding or causing a false alarm of any type disrupts the educational school day and is not permitted. Criminal prosecution may also result from a referral to the appropriate legal authority.
18. **FAILURE TO ACCEPT DISCIPLINE OR PUNISHMENT** - Failure to accept discipline or punishment will result in further punishment. This includes violation of bus conduct requirements.
19. **MISCONDUCT AT SCHOOL EVENTS** - Any student participating in or attending a school function shall be governed by the same rules as students on school property. This shall include attendance at Northwest Local School events on school grounds and at other schools or in other locations.
20. **REPEATED ACTS OF MISCONDUCT** - Students who repeatedly fail to conform to established rules and regulations as listed in the student code of conduct are subject to further disciplinary action.

21. **DAMAGE TO PROPERTY** - A student shall not cause or attempt to cause damage to the property of another (public or private) on school premises, or at any school activity on or off school grounds. Disciplinary action for violation of this rule may include restitution for damages and other disciplinary action. The school will **not** be responsible for recovery of value of any personal item(s).
22. **ATTENDANCE WHILE UNDER SUSPENSION** - No student is permitted to be on school grounds or in attendance at any school activity either on or off school grounds while under suspension or expulsion. Further disciplinary action will be taken with violators of this rule. Where necessary, appropriate legal or court action will be taken.
23. **SETTING UNAUTHORIZED FIRE** - No student will set or attempt to set a fire (or use fire in an unauthorized manner) on school property or at school activities. Circumstances may also warrant criminal prosecution.
24. **UNAUTHORIZED PERSONAL ITEMS** - Cell Phones, iPads, SmartWatches, etc. - All recording and/or electronic devices such as cellular phones and personal devices are not permitted to be used at school, they must be powered off and remain in bookbags. This policy is in effect during regular school hours. Violation of this rule will result in a confiscation of the item(s) and possible disciplinary action. Some of the intention for this rule is to keep items of value from being brought to school. The school will not be responsible for recovering and/or replacing any such item. Confiscated items may require parental pick up.
25. **VIOLATIONS OF PUBLIC LAW** - Violation of State of Ohio, County, Local or other student mandates including, but not limited to, required immunization, filing of emergency medical forms, filing of other required information, etc. may result in exclusion from school and/or disciplinary action.
26. **UNAUTHORIZED USE OF COMPUTERS** – Any misuse of the internet is considered a failure to comply with Northwest Local School’s computer/technology policy. This also includes misuse of personal or school electronic devices, such as but not limited to cell phones, laptops, iPads, etc.
27. **STUDENTS IN UNAUTHORIZED AREAS** - No student shall be in unauthorized areas as determined by school officials.

I. SCHOOL BUS DISCIPLINE CODE

BUS EXPECTATIONS

Be Safe:

- I will use walking feet going to and from the bus.
- I will carefully enter and exit my seat.
- I will stay in my seat and face forward.
- I will keep the aisle clear.
- I will keep my hands inside the bus.
- I will report any unsafe behavior to the driver.

Be Respectful:

- I will follow the instructions given by the bus driver.
- I will use a quiet voice.
- I will make room for others.

I will use appropriate language. Be Responsible:

- I will be at the bus stop on time.
- I will listen quietly during the bus call.
- I will gather all my belongings when exiting.
- I will avoid eating, drinking or chewing gum.

Riding a school bus is a privilege. Therefore, you, as the rider, must act responsibly and observe the following code of conduct to ensure the continuation of your bus riding privilege:

1. Use of tobacco in any form is prohibited at all times while on a school bus.
2. Students shall not engage in **LOUD AND EXCESSIVE NOISE**.
3. A student shall not cause or attempt to cause damage to school buses.

4. **FIGHTING** is absolutely prohibited at all times on the school bus.
5. The use of **VULGAR OR PROFANE LANGUAGE** is prohibited.
6. The student shall not **POSSESS, HANDLE, TRANSMIT, OR CONCEAL ANY** object which could reasonably be considered a **WEAPON** while on the school bus.
7. A student shall not engage in any act which frightens, degrades, disgraces, or tends to **FRIGHTEN, DEGRADE, OR DISGRACE ANY** other person by written, verbal, or gestural means while on the school bus.
8. A student shall not **POSSESS, USE, TRANSMIT, CONCEAL, OR BE UNDER** the influence of alcoholic beverages, dangerous drugs, or narcotics while on a school bus.
9. A student shall not disregard or refuse to **OBEY** directions given to him/her by the bus driver.
10. Students are expected to cooperate with the following regulations concerning their bus pick-up point:
 - Arrive at the bus stop five minutes before the bus is scheduled to arrive.
 - Wait in the location clear of traffic and away from where the bus stops.
 - Behavior at the school bus stop must not threaten life, limb, or property of any individual.
 - Go directly to an available or assigned seat.
 - Remain seated, keeping aisles and exit clear.
11. Students are also asked to refrain from eating and drinking on the bus, except as required for medical reasons.
12. Students will not throw or pass any objects on, from, or into the bus.
13. Students may carry on the bus only objects that can be held in their laps.
14. Students are asked to leave or board the bus at locations to which they have been assigned, unless they have administrative authorization to do otherwise.
15. Students are permitted only to ride the bus to which they are assigned unless they have written permission authorized by the principal to do otherwise.
(Continual bus changes can be confusing for students and staff. We ask for your cooperation in reducing erratic schedules.)
16. Students are not to put their head or arms out of the bus windows.

J. SUSPENSION, EXPULSION, OR IMMEDIATE REMOVAL FROM THE BUS

The provisions of Section 3313.66 of the Revised Code shall apply to suspension, expulsion, and immediate removal of a student from school bus privileges. The superintendent, superintendent's designees, principals, or assistant principals are authorized to suspend or remove students' school bus riding privileges. School bus drivers shall report in writing to the appropriate administrator all rule violations or conduct that justifies immediate removal, suspension, or expulsion.

Suspension or immediate removal of handicapped students shall be conducted in accordance with the law. It should be noted that any and all other possible student misconduct, while a passenger on a school bus, reaching the gravity of the above examples, in terms of persistent disobedience or gross misconduct, may serve as grounds for major misconduct and either temporary or permanent suspension of the privilege of riding a school bus.

WITHDRAWAL FROM SCHOOL

When students are to be withdrawn from school, we would appreciate parents notifying the school office several days in advance. Student records will not be released without parental consent. All fees must be paid and books and materials returned upon withdrawal from school.

CHANGE OF ADDRESS, PHONE, CUSTODY, ETC.

Please notify the school office immediately and update Final Forms upon a change of address, phone, custody, emergency phone number, etc. This can be very important in the case of emergency, illness, or other school matters.

SCHOOL CLOSINGS

During the school year, there might be an occasion to cancel school due to the road conditions which endanger the safety of the students. Parents are encouraged to listen to the broadcast of our school closing on radio stations

WHBCFM 94.1, AM 1480. If school is closed during the school day, please be sure your child knows where he/she is to go (baby-sitter, neighbor's house, etc.). It is very frustrating for the child and school personnel if the parents have not made provisions for their child when an emergency arises during the school day which necessitates the closing of school.

LOST AND FOUND

Parents are encouraged to print names in or on coats, sweaters, hats, lunch boxes, boots, etc., to help ensure safekeeping. Since such items occasionally find their way to the Lost and Found, and students should check when they have lost something. The Lost and Found is located in the front doorway of the building and/or in the school office. Any unclaimed items which are left after school closes shall be contributed to a charitable organization.

CAFETERIA

The cost of lunch is established by the Board of Education each school year. Children who bring their lunch may buy a drink. Students may purchase lunches by the day or prepay for several meals. **Payforit.net** is an alternative to sending cash or checks to school. You can sign up for **Payforit.net** and pay online 24/7. Additional details are located under the **Payforit.net** section under the parent menu on the Northwest Local Schools website. Children who forget their money may charge but will be served a cheese sandwich. Milk may not be charged. Snacks and ice cream can be purchased unless a child has a charge. The monthly lunch menus can be found on the Northwest website. Go to Lunch Menus on the main page, pull down Stinson Elementary and click on Show Month. Applications for free and reduced-price lunches are sent home at the beginning of each school year.

STUDENT FEES

Student fees are established by the Board of Education each school year. Fees are due September 30. The online Gradebook will be available to parents when school fees are paid in full, a payment plan is arranged and/or a waiver fee is completed and sent to the school office.

VALUABLES

Students should not bring valuables to school. The school cannot be responsible for the loss of these items.

EMERGENCY EVACUATION DRILLS

Students are instructed on emergency drills. Six emergency evacuation (fire) drills will be conducted during the school year. Tornado drills shall be conducted at least once a month whenever school is in session during the tornado season. School safety drills shall be conducted at least three times during the school year to provide pupils with instruction in the procedures to follow in situations where pupils must be secured in the school building or rapidly evacuated in response to a threat to the school involving an act of terrorism; a person possessing a deadly weapon or dangerous ordinance on school property; or other act of violence.

PARENTAL INVOLVEMENT IN THE SCHOOL

Involvement in the school requires the contribution of services in a supportive role under the supervision and direction of a professional educator. For this to be a satisfying and rewarding experience for the volunteer and the teacher, an understanding of the school's needs must exist.

Within the classroom, the teacher is the decision-maker for the implementation of the educational program. A classroom volunteer is never expected to perform professional services; the teacher is always responsible for content and method. These include diagnosing children's needs, prescribing instruction, selecting appropriate materials, and evaluating student progress and achievements.

PROCEDURES/GUIDELINES FOR ALL HOLIDAY PARTIES

- Time: 45 minutes in length - before each grade level's recess period.
- Only ONE headroom parent and FOUR additional parents will host each party.
- No siblings (older or younger) are allowed to attend the party.
- Check-in: Each volunteer will sign-in at the office and receive a badge to wear.
- Menu: Snacks only. Students will have lunch 30 minutes after their party.
- Activities: No more than two crafts and two games. The above guidelines provide consistency and fairness among classrooms. Fewer people in the classroom will provide a more orderly party, as well as protect the quality of our classrooms and ensure the safety of all our students.

A VOLUNTEER'S CODE OF ETHICS

All volunteers are provided with a code of ethics, which they are asked to follow, as these are elements critical to the operation of the school.

1. Respect the confidentiality of the teacher and the children and refrain from discussing them outside of the school. If you have any questions or concerns, share them with the teacher.
2. Practice tolerance and understanding toward the children and teachers with whom you come into contact. Be sensitive to the teaching role. Strive for acceptance of all children.
3. Be dependable. If you agree to undertake a task, follow it through by attending at the times and dates arranged. Be realistic about the amount of time you can spend. If you must be late or absent, arrange for an acceptable substitute.
4. Dress in a manner which is appropriate for the school setting.

REQUEST FOR SPECIFIC TEACHERS

The placement of your child is of the utmost concern to our staff. In order to create classes that are well-balanced, requests for specific teachers may be considered, but not guaranteed. The school district will make every effort to ensure that your child is placed in a class well-suited to his/her learning needs. If you would like to express any concerns related to your child's needs, please contact the school. We will talk with you about your concerns, but we discourage requests for specific teachers.

DISABILITY STATEMENT

The **Northwest Local School District** is committed to equal opportunity to students, employees, and all members of the public whom we serve. We comply with all provisions of the **Americans With Disabilities Act** regarding the accessibility of services, programs, and activities. If you have a disabling condition that requires accommodation in order for you to attend this event, participate in this program, and take advantage of this service, please contact:

Lori Mariani, Principal, Stinson Elementary School at 330-854-4646 **one week in advance** of the event so that appropriate arrangements may be made. For more information about the **Americans With Disabilities Act**, our compliance with the Act, and our compliance with the Act's provisions, contact our ADA Coordinator at 330-854-2292.

IN SUMMARY

Parent involvement is the component that provides continuity for children's home and school experiences. When the home and school complement each other, a powerful learning environment is created. Continuing good communication between school and parents will foster awareness of school programs and the implications of their children's involvement.

NONDISCRIMINATION

The Northwest Local School District affirms that no person shall, on the basis of race, color, national origin, sex, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the Superintendent or designated coordinator. This policy shall prevail in all Board policies concerning school employees and students.

Questions and/or complaints should be referred to:

Shawn Braman, Ed. D., Superintendent
2309 Locust St.
Canal Fulton, OH 44614 330-854-2291

CHILD FIND

In an effort to serve young people with disabilities, Northwest Local is continually in the process of locating and evaluating children from 3 to 21 years of age who are suspected of having a disability. Disabilities may include developmental delays, health impairments, autism, and traumatic brain injury. Individuals may contact the building Principals or Director of Special Services about children suspected as having a disability that may qualify for special education services. Information is available about special education policies and procedures in each building by contacting the building Principal.

Northwest has a child identification process that includes the location, identification, and evaluation of a child suspected of having a disability within and outside of district buildings. The Department of Special Services coordinates the child identification process. Northwest staff uses a variety of community resources and systematic activities in order to identify children requiring special services. Included in this effort is consultation with appropriate representatives of private school students attending private schools located within the boundaries of the Northwest Local District to carry out this process. Northwest ensures that this process for students attending private or religious schools located in the Northwest is comparable to activities undertaken for students with disabilities served in the public-school setting. If you have questions about the process, please call Lauren Willis, Director of Special Services, at 330-854-2292.